IBT COLLEGE
BUILDING THE FUTURE
Business • Travel & Tourism • Technology

SCAN ME

ADMINISTRATIVE ASSISTANT DIPLOMA

ABOUT THE PROGRAM

This program offers a hand-on preparation that focuses on teaching students the essential skills to operate computer software, reports preparation, protocols of office communication and clerical functions such as preparing correspondence, arranging and supporting meeting, and receiving visitors.

JOB OPPORTUNITIES

A graduate from this program can work as:

- Administrative Assistant
- Office Assistant
- Bookkeeping Assistant
- Executive Assistant
- Customer Service Representative

An entry level position in the administration department of practically any type of business.

START DATES 2023

- Jan 19
- Jan 30
- Mar 27
- Apr 17
- Apr 24
- May 22

- May 22
- Jun 05
- Jun 19
- Jul 03
- Jul 24
- Oct 02

- Oct 23
- Oct 30
- Nov 27
- Dec 11

Duration and schedule:

Domestic: 21 weeks
International: 42 weeks(Including co-op)

Monday - Friday*
9:00am - 1:00pm

* Some modules may be scheduled after 1:00pm

Admission Requirements:

- Government-Issued Photo ID
- Ontario Secondary School Diploma (OSSD) or equivalent
- Mature student ,18 years or older.
- IELTS 6.0 (B2) or equivalent *

*For international students only

WWW.IBTCOLLEGE.COM

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